



## Human Resources

DATE POSTED: July 21, 2006

REQ. # 06-197

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 07-21-06 TO 07-27-2006,  
but will remain open until filled.

DEPARTMENT/DIVISION
PARKS & RECREATION

POSITION AVAILABLE
PROJECT MANAGER

# OF OPENINGS
1

STARTING SALARY
\$40,577.06/YR.

COMMENTS
DRIVING POSITION

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 518**  
**PAY GRADE: 21**  
**SALARY: \$40,577.06 - \$64,079.18**  
**PROJECT MANAGER**

**MAJOR FUNCTION:** Project Manager is responsible for the administration, management, directing and coordinating both Capital Projects and Improvements. Develop required specifications and contracts to accomplish specific projects. Provides direction, guidance, and assistance to contractors and work crews. Coordinates daily work activities. Monitors status of projects. Consults with department management or other officials to review status, advise, and direct, provide recommendations for and resolve problems on new building projects. Coordinates process for bidding. Prepares bid packages. Conducts pre-bid and pre-construction meetings. Issues addendums to clarify questionable issues.

**KNOWLEDGE, ABILITIES, and SKILLS NEEDED TO PERFORM JOB FUNCTION:**

**Knowledge:** Knowledge of modern techniques, methods, practices and procedures of Capital Projects. Knowledge of the practices and procedures used in the planning, development and construction of projects. Ability to read and interpret construction plans and specifications, as well as recognize deviations from such plans in the construction process. Ability to independently make decisions in the field.

**Abilities:** Ability to write job specifications and contracts to accomplish special projects. Ability to establish and maintain effective working relationships with consultants, the general public, employees and officials. Ability to express oneself clearly and concisely, orally and in writing. Ability to supervise, coordinate, review and evaluate all phases of capital projects. Ability to apply and understand some of the principles, methods and techniques of a limited range of architectural and engineering systems. Ability to be flexible and work effectively in a fast-paces environment. Ability to be decisive and work under pressure, particularly when faced with unexpected occurrences or delays.

**ESSENTIAL JOB FUNCTION:** Act as a Project Manager on a variety of projects. Direct all phases of project construction. Acts as Liaison/Project Manager between field operations, various County Departments, and outside contractors. Coordinates construction management activities and advises departments on various projects. Keep appraised of new developments. Responsible for keeping contract and specification documents up to date. Responsible for the coordination of various regulatory and permitting requirements. Attends Board of County Commission Meetings when required.

**ESSENTIAL PHYSICAL SKILLS:** Occasional walking and standing. Ability to communicate concisely orally and in writing.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Work inside an office for long periods and in the field with dust, heat and physically dangerous areas during construction operations.

**ENVIRONMENTAL WORK HAZARDS:** Working in areas while construction operations are occurring.

**EDUCATION:** Four year degree from an accredited college or university in Public Administration, Contract Management, Project Management or related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

**EXPERIENCE:** Candidate must possess a sound background in facilities construction, repair, maintenance and management. Needs to possess a thorough knowledge of County operations, periodic inspections and budgeting. Computer experience with spreadsheets and word processing is required; experience with Microsoft Office Products is preferred. A comparable amount of training or experience may be substituted for the minimum qualifications.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Florida driver's license and a good driving record are required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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